



**United States District Court
District of Minnesota**

CAREER OPPORTUNITY

Position:	Judicial Assistant to Chief Judge Michael J. Davis
Location:	District of Minnesota Minneapolis, MN
Salary Range:	JSP 11 \$57,503 - \$74,755 Starting salary depending on qualifications as subject to the guidelines under JSP.
Closing Date:	September 8, 2008 by 5:00 p.m.

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves an 87-county area. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. There are 7 authorized district judges, 4 senior district judges, 7 magistrate judges and a clerk's office staff of over 70.

Introduction

This is a full-time position in the chambers of Chief Judge Michael J. Davis in the Minneapolis Federal Courthouse. The incumbent will provide executive support including scheduling appointments, answering phones, copying, and filing.

Primary Duties and Responsibilities:

Manage an executive office in a professional environment. Assists in maintaining the day-to-day calendar. Answers phone and provides caller with appropriate information. Prepare written and oral communications, including writing, editing, and proofreading of documents for spelling, grammar, punctuation, style, abbreviations, and correct legal citation formats. Provides general clerical support to the Judge.

Qualifications:

Qualified candidates will possess excellent customer service and problem solving skills. Candidates will also possess excellent oral and written communication skills, organizational skills, and filing skills. Candidates will be detail oriented, possess the ability to meet deadlines and to manage multiple projects. Ability to exercise mature judgment. Thorough knowledge of office procedures and thorough knowledge in use of software including WordPerfect, Word, and Excel. Ability to maintain confidentiality and interact tactfully with a wide variety of persons. Knowledge of court rules, policies, and procedures is preferred. Requires 2 years of general experience and 5 years of specialized experience. A BA may be substituted for 2 years of generalized experience.

Benefits:

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Qualified candidates may send, e-mail, or fax resume with cover letter to:

U.S. District Court
Attn: Human Resources Manager
U.S. Courthouse
300 South Fourth Street, Suite 202
Minneapolis, MN 55415
hr-usdc@mnd.uscourts.gov
Fax (612) 664-5034

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. U.S. or allied country citizenship is required.

The Court is an Equal Opportunity Employer